

# Notice of Intent to Sell Building

This notice informs the City of Seattle Office of Housing (OH) and the Seattle Housing Authority (SHA) of the building owner’s intent to sell a low-income multi-family rental building having 2 or more rental units, pursuant to Seattle Municipal Code (SMC) 22.907.030. Owners of buildings having one or more units that rent at or below 80% of the Area Median Income (AMI) must submit this notice to OH and SHA at least 90 days before listing or advertising the building for sale.

Use the rent table below to determine if there is at least one unit rented at or below 80% of AMI.

*Note: rent limits depend on whether tenant is responsibly to pay all or a portion of utilities.*

## Section 1: Owner Information

	Name	Phone Number	Email Address	Mailing Address
Owner Entity				
Owner/Owner Rep				
Owner/Owner Rep				

## Section 2: Building Information

Address of building(s)	
Parcel(s) #	

## Section 3: Affordability

Maximum Rents at 80% AMI		
Unit Type	Tenant Paid Utilities	Max. Rent
Studio	None	\$1,545
Studio	Electricity	\$1,530
Studio	Electricity + Heat	\$1,515
Studio	All	\$1,440
1 BR	None	\$1,655
1 BR	Electricity	\$1,635
1 BR	Electricity + Heat	\$1,620
1 BR	All	\$1,540
2 BR	None	\$1,986
2 BR	Electricity	\$1,961
2 BR	Electricity + Heat	\$1,936
2 BR	All	\$1,816

Maximum Rents at 80% AMI		
Unit Type	Tenant Paid Utilities	Max. Rent
3 BR	None	\$2,295
3 BR	Electricity	\$2,260
3 BR	Electricity + Heat	\$2,215
3 BR	All	\$2,035
4 BR	None	\$2,560
4 BR	Electricity	\$2,500
4 BR	Electricity + Heat	\$2,430
4 BR	All	\$2,195
5 BR	None	\$2,824
5 BR	Electricity	\$2,734
5 BR	Electricity + Heat	\$2,634
5 BR	All	\$2,359

Residential Units	
# of Units in Building	
# of Affordable Units	

# Owner Declaration

Pursuant to SMC 22.907.030 I declare and affirm under penalty of perjury that I have complied with the notice requirements of SMC 22.907.030.

\_\_\_\_\_  
 Owner’s signature

\_\_\_\_\_  
 Date

Notifications should be emailed to [IntentToSell@Seattle.gov](mailto:IntentToSell@Seattle.gov) and [james.mayton@seattlehousing.org](mailto:james.mayton@seattlehousing.org) or mailed to Office of Housing, P.O. Box 94725, Seattle, WA 94725-4725.

Date received \_\_\_\_\_ OH Dept Personnel Initials \_\_\_\_\_